

**TO:** Jose Fontanez

**DATE:** November 18, 1999

**FROM:** Ginger Killom & Roy Reynolds

**SUBJECT:** Year 2000 Business Area Review and Approval  
Business Partner Assessment Effort  
of SUMMITT MANAGEMENT  
Criticality Tier 3  
Business Area - Marketing - Events

The attached Business Partner File contains the Year 2000 readiness assessment and supporting documents for **Summitt Management**. Based upon the information received from this Business Partner, it is our position that the desired level of completion has been achieved and that no further assessment effort is required.

Based on your review of the file, please check and complete the appropriate block below. Return the signed form to me for disposition.

☒ I have reviewed the attached file and concur that no further assessment is required. I approve the close-out of this Business Partner File. (Re-assessment may be directed in the event that new information is received about the Business Partner's year 2000 readiness.)

☐ I have reviewed the attached file and request the following additional actions be taken:

[illegible]

*Business Area Director/Manager Signature & Date*

~~Jose Fontanez~~

**Tier 1 requires Director approval**

**2070884280**